

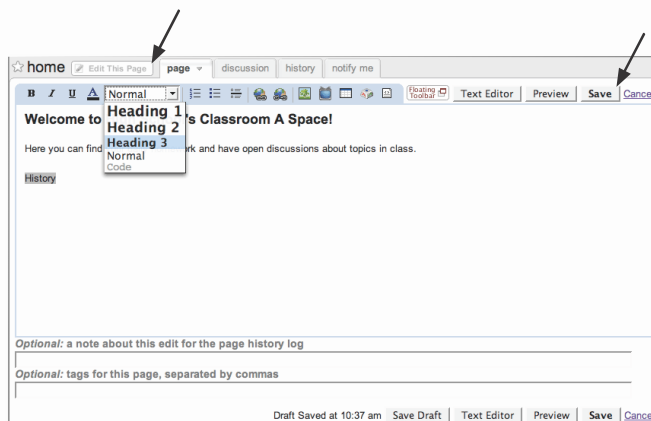
Editing a Wiki

Adapted from a Wikispaces helpfile



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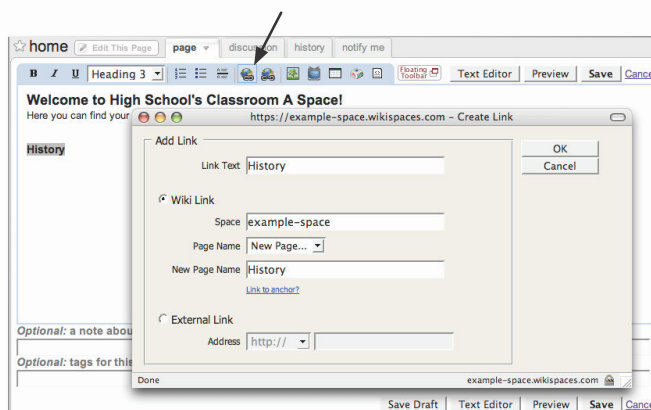
1. Editing a Page:

- ▶ Editing a page is easy. Just click the “Edit This Page” button at the top of the page, and an editor will open.
- ▶ You can easily format all of your text with bold, underline, italics, headings, and more.
- ▶ Once you are done editing, click “Save.”




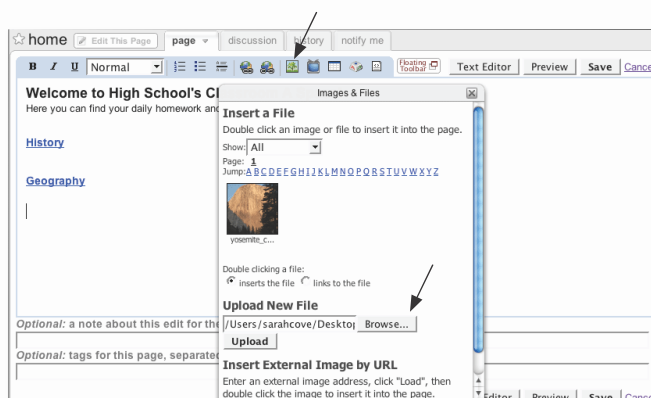
2. Adding Links:

- ▶ While in the Edit mode, you can also add links to other pages on your space or to other websites.
- ▶ Highlight the text you wish to link and click the earth icon  in the toolbar.
- ▶ Another window will come up with an option to create a link.
- ▶ Once you have chosen the page name or web address for the link, click “OK.”
- ▶ To remove a link in the visual editor, put the cursor in the link and hit the broken link earth icon .




3. Adding Images and Files:

- ▶ Click the image icon which looks like a tree .
- ▶ “Browse” your computer for the image or file you wish to put on your page.
- ▶ Once you have found and selected the file, click “Open.”
- ▶ “Upload” the chosen picture or file. It will then appear under “Insert a File.”
- ▶ Put the cursor at the position on the page where you wish to put the image or file.
- ▶ Double click the image or file to put it on the page.



4. Adding Videos, Calendars or Other Widgets

- ▶ You can embed videos, audio, calendars, or a multitude of other web services on your pages.
- ▶ When editing any Wikispaces page, you'll see a button on the toolbar that looks like a television . Click it.
- ▶ Choose the type of object you'd like to embed, such as a video, calendar, or slideshow.
- ▶ There will be instructions for adding different programs. You can also paste the HTML from any embeddable web service into the box.
- ▶ Click "Save."

